

# **REQUEST FOR PROPOSAL**

**January 20, 2016**

**TO PERFORM CONSTRUCTION ENGINEERING  
NHU-6-986(105)109  
COLUMBIA ROAD FROM 14<sup>TH</sup> AVENUE SOUTH TO  
11<sup>TH</sup> AVENUE SOUTH  
CITY PROJECT #6623**

**PROPOSALS MUST BE DELIVERED TO  
MIKE YAVAROW,  
CITY OF GRAND FORKS ENGINEERING  
BY 12:00 NOON February 11, 2016**

**REQUEST FOR PROPOSAL  
CONSTRUCTION ENGINEERING  
NHU-6-986(105)109  
COLUMBIA ROAD FROM 14TH AVENUE SOUTH TO 11TH AVENUE SOUTH  
CITY PROJECT #6623**

## **INTRODUCTION**

The City of Grand Forks (City) will engage the services of a qualified engineering firm to perform construction engineering work including surveying, sampling and testing of materials, inspection and measuring and computing pay quantities. Project work items may be added or removed from the contract by work authorization or supplementary agreement.

This project consists in the removal of an existing concrete roadway, grading, salvaged base course, PCC pavement, storm sewer, lighting, signals, ITS, landscaping, signing, pavement marking and incidentals.

## **ADMINISTRATION & INSPECTION**

On this project, the selected firm will be responsible for all construction inspection, material testing and survey to verify the contractor's work is performed according to the governing specifications, plans, and special provisions including the provisions of the North Dakota Department of Transportation's (NDDOT) Standard Specifications for Road and Bridge Construction, Materials Sampling and Testing Manual, and Construction Records Manual. The Consultant's material sampling and testing personnel must be certified under the NDDOT Testing Qualification Program. The selected firm shall provide a Registered Engineer to directly supervise the Construction Engineering project as required by Title 28 of the North Dakota Administrative Code. The selected firm will prepare the required engineering and administrative documents and records as required by the NDDOT. The selected firm shall provide a work force adequate to perform the work necessary to meet the Contractor's work schedule. The Consulting Engineer's Project Manager assigned to the project shall be capable of reading and interpreting project documents for proper execution of the project in accordance with the plans and specifications.

## **SURVEY**

The Consulting Engineer's survey crew chief assigned to the project shall be capable of reading and interpreting project documents in order to place survey controls for the proper execution of the project. The Consultant shall perform all construction layouts and reference staking necessary for the accurate control and completion of the project. The survey crew provided will be required to have the ability to perform all work activities required for the project, such as:

- performing structural surveys (i.e. excavation limits, centerline points, etc.)
- staking construction control lines and grades
- slope staking for establishing final roadway sections
- taking final measurements taking original and final cross sections for earthwork quantities, including topsoil stockpiles, common excavation locations, sub-cut and calculate quantities
- locating reference points as required
- staking construction and permanent signs, and verifying new sign support lengths prior to contractor ordering material
- establishing benchmarks
- providing grade control for the trimmer and verifying trimmer work
- providing blue top grades for mainline subgrade and bases

- performing minor adjustment to the grade lines to accommodate changes made by field personnel
- installing survey monuments and record survey points as required by Standard Drawing D-720-1 and the North Dakota Century Code Chapter 47-20.1
- staking locations of R/W pins and markers
- verifying and adjusting grades at existing tie in-points
- preparing final as built plans.

## **MATERIALS SAMPLING & TESTING**

Consultant's material sampling and testing personnel must be certified under the NDDOT Testing Qualification Program. All material testing and project data will become the property of City upon completion of the final submittal. Acceptance of all material shall be as specified in Section 106 of the NDDOT Standard Specifications for Road and Bridge Construction manual and the NDDOT Materials Sampling and Testing Manual. Where the NDDOT's Specifications or Special Provisions require that materials meet AASHTO, ASTM, AWWA or other Specifications, the latest Specifications together with all interim Specifications which have been printed and distributed before the date of the invitation for bids shall apply.

## **PROPOSED SUB CONSULTANT REQUEST**

Sub Consultant firms that have been contacted and agree to be listed on the Prime Consultants Project Proposal for work with NDDOT must submit original form and one copy to be attached to the Prime Consultants Proposal. This form is used for informational purposes only. See NDDOT web site for form SFN 60232. (<http://www.dot.nd.gov/dotnet/forms/forms.aspx>)

## **PRIME CONSULTANT REQUEST TO SUBLET**

The successful firm will be required to include the attached 'Prime Consultant Request to Sublet' form for each Sub consultant listed on the contract prior to execution of the contract. The form assures that the contract between the Prime consultant and all Sub consultants contains all the pertinent provisions and requirements of the prime contract with the NDDOT.. See NDDOT web site for form SFN 60233. (<http://www.dot.nd.gov/dotnet/forms/forms.aspx>)

## **CONSULTANT PROJECT MANAGER DESIGNATION REQUIREMENT**

**Definition of Consultant Project Manager:** The Consultant Project Manager shall be an Engineer or Senior Level Technician with sufficient experience to make engineering decisions in the field and oversee the project on a daily basis.

**Duties of Consultant Project Manager:** The Consultant Project Manager shall be under the direction of the designated person in Responsible Charge. The Consultant Project Manager must be onsite daily during the contractors core working hours. The Consultant Project Manager has immediate charge of the engineering aspects of the construction project. The Consultant Project Manager is responsible for the activities and efficiency of all consultant personnel assigned to the project, and for oversight of the actual construction to assure contract compliance.

The Consultant Project Manager should be involved with the initial phases of the project, if possible, as early as the Pre Construction Conference stage. After the project becomes active, the Consultant

Project Manager shall:

1. Oversee all field inspection to ensure the project is constructed in accordance to NDDOT plans, standards and specifications
2. Instruct, train, and supervise consultant personnel
3. Oversee and approve:
  - a. Project records,
  - b. Progress reports,
  - c. Determination of pay quantities, and
  - d. Prompt payment to the Contractor
4. Be responsible for regular consultant safety meetings and enforcement of safety policies for all consultant and sub consultant employees

All design and project data will become the property of the City upon completion of the final submittal. All project information will be generated in the following formats and standards:

- MS Word and MS Excel
- MicroStation 8.11.07 (V8i)
- GEOPAK 8.11.07 (V8i)
- Microsoft "Project"
- NDDOT CADD Manual
- NDDOT Survey Manual Chapter 19
- NDDOT Survey Manual Chapter 20
- NDDOT CADD Editing Manual Chapter 21
- NDDOT Data Collection Codes and Procedures
- NDDOT Drafting Standards
- NDDOT Design Manual Plan Preparation Guide Website

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

49 Code of Federal Regulations Part 26 (CFR) states that the consultant, sub recipient, or sub consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultants shall carry out applicable requirements of 49 CFR Part 26 in the solicitation, award, and administration of USDOT-assisted contracts. Failure by the consultant, to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate. In addition, Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or handicap or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the Department. For information regarding Title VI, see the 2004 DBE Program at <http://www.dot.nd.gov/dbebidinfo.html> The two paragraphs above apply to every consultant on the project, including every tier of sub consultant. It is the consultant's, or sub consultant's responsibility to include the two above paragraphs in every subcontract.

## **EVALUATION AND SELECTION PROCESS**

Engineering firms interested in performing the work must submit 5 hard copies of their proposal and one electronic copy in PDF format. Both the hard copies and electronic copy must be submitted prior to the date and time listed on the cover of this RFP to be considered. Any late proposals will not be considered.

**Proposals shall be submitted to:**

Mike Yavarow  
City of Grand Forks Engineering Department  
City Hall  
255 N 4th St.  
P.O. Box 5200  
Grand Forks ND, 58206-5200 [myavarow@grandforksgov.com](mailto:myavarow@grandforksgov.com)

- Each proposal shall contain a cover letter signed by an authorized officer who can sign contracts for the firm. The pages of the cover letter will not be counted as a part of the pages. Also include the individuals email address below each signature on the cover letter.
- The proposal pages shall be numbered and must be limited to 5 pages in length. Proposals that exceed the page length requirement will not be considered. This section should contain your approach and project specific plan.
- The consultant's proposal shall include an appendix. The appendix may include updated Federal Form 330 if you do not have one on file with CAS. The pages in the appendix will not be counted as a part of the pages. The appendix shall include the following in this order:

**Appendix A**

- A staffing plan identifying the key project personnel (including titles, education, certifications and work experience) and the respective roles and responsibilities for the project.

**Appendix B**

- Sub-consultants and associated activities to be completed by the sub- consultants. Attach sublet forms for each sub at the end of this section.

Each proposal will be evaluated by a selection committee consisting of City engineering, NDDOT staff and/or other representatives. The City reserves the right to limit the interviews to a minimum of three firms whose proposals most clearly meet the RFP requirements. Firms not selected to be interviewed will be notified in writing.

Selection will be on the basis of the following criteria:

- Past performance
- Ability of professional personnel
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads of the persons and/or firms
- Related experience on similar projects
- Recent and current work for the City
- Project understanding, issues, & approach
- Survey expertise related to data collection

Consultants are strongly encouraged to use DBE sub consultant services where applicable. The proposal must contain a list of any tasks that may be let to sub consultants should the consultant be awarded the contract. It must also contain the specific good faith efforts made by the consultant, to achieve DBE participation, in the areas intended for sub-consulting.

Consultant interviews will include questions regarding good faith efforts (see 49 CFR Part 26, Appendix A: Guidance Concerning Good Faith Efforts, Paragraph IV. A-H) to achieve DBE participation. DBE participation will be a consideration of the contract.

## **RIGHT OF REJECTION**

The City reserves the right to reject any or all proposals.

## **DISCLOSURE OF PROPOSAL**

At the conclusion of the selection process, the contents of all proposals will be subject to North Dakota's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

## **RISK MANAGEMENT FOR PROFESSIONAL SERVICES**

The Risk Management Appendix/Addendum will be incorporated into the agreement between NDDOT and the consultant.

## **AUDIT**

Consulting firms proposing to do work for the NDDOT must have a current audit rate no older than 12 months from the close of the firm's Fiscal Year. Firms that do not meet this requirement will not qualify to propose or contract for NDDOT projects until the requirement is met. Firms that have submitted all the necessary information to the NDDOT and are waiting for the completion of the audit will be qualified to submit proposals for work. Information submitted by a firm that is incomplete will not qualify. Out of state firms can submit a current accepted FARS audit rate from a cognizant agency. Under certain conditions NDDOT may offer a Safe Harbor Rate of 110% to firms that do not have a compliant rate.

## **CONSULTANT EMAIL CONTACTS**

If necessary, please update contact information for receiving RFP's via email

**PROJECTS MAY BE ADDED OR WITHDRAWN SUBJECT TO THE AUTHORIZATION AND AVAILABILITY OF FEDERAL FUNDS.**